



# OJS

# ELECTRONIC PUBLISHING USING OJS

## Manajemen Situs

IT Support /  
web admin

## Manajemen Journal

Journal  
Manager

## Manajemen Penerbitan

Editor

Section Editor

Reviewer

Copy Editor

Layout Editor

Proofreader

# PERAN PENGGUNA

Administrator

- tampilan, konfigurasi situs

Manajemen Jurnal

- konfigurasi jurnal

Editor

- proses review.

Editor Bagian

- menentukan reviewer, kesesuaian bidang ilmu naskah

Reviewer

- review naskah, rekomendasi

Copy Editor

- tata bahasa

Editor Layout

- tata letak, galley naskah

Proofreader

- finalisasi naskah

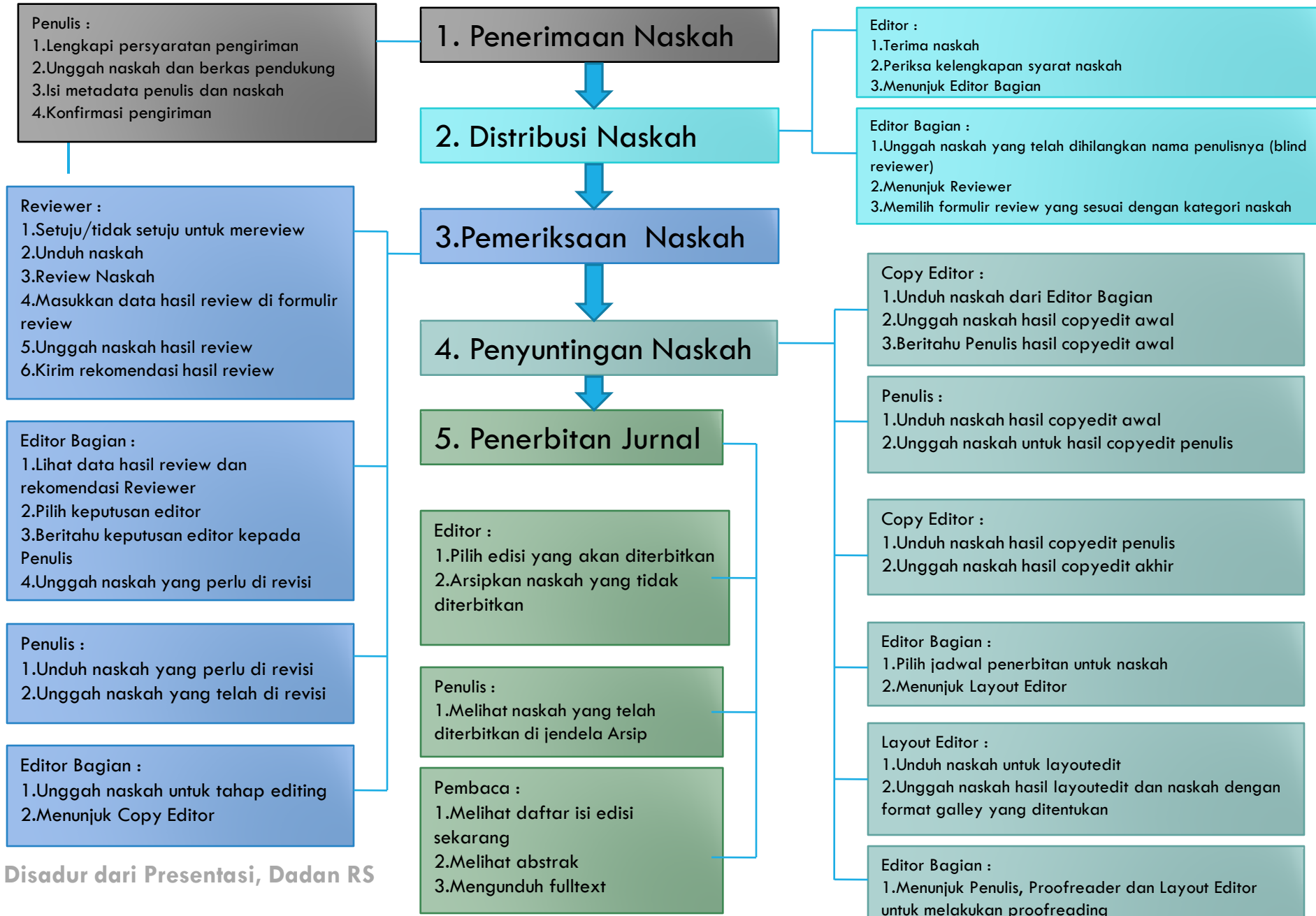
Penulis

- submit naskah, revisi

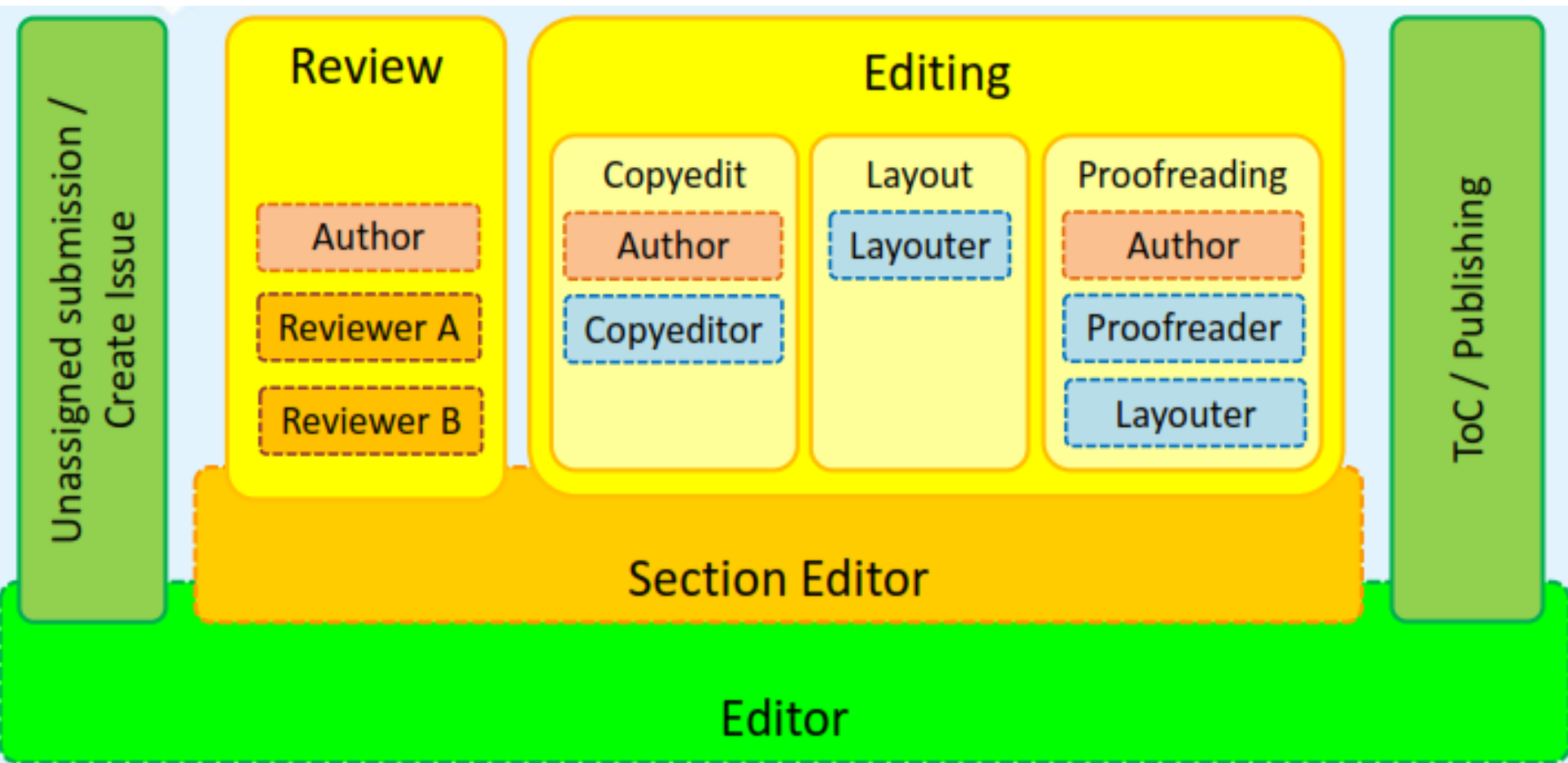
Pembaca

- membaca, mengunduh

# Tahapan Penerbitan Jurnal dalam Open Journal System



# E-PUBLISHING IMPLEMENTATION



# PENDAHULUAN

Delegasikan semua peran di OJS ke anggota kelompok

1. Penulis: Submit naskah, revisi

2. Editor: Screening awal

Editor Bagian: mengawal naskah

3. Reviewer (1 orang): review naskah, rekomendasi

4. Copy Editor: tata bahasa

5. Editor Layout: tata letak, galley

6. Proofreader: cetak coba

- Pastikan peran yang didelegasikan sudah muncul di user home

# MANAJEMEN PENERBITAN

## Outline Manajemen Penerbitan

Submission Queue

Assign papers Unassigned

In Review

Supervise papers in Review

In Editing

Complete papers in Editing

Issue Management

Create Issue, TOC, issue data, publish issue

# SUBMISSION QUEUE

## Author Submission

- Pass the checklist
- Upload file
- Enter metadata
- Supplementary file

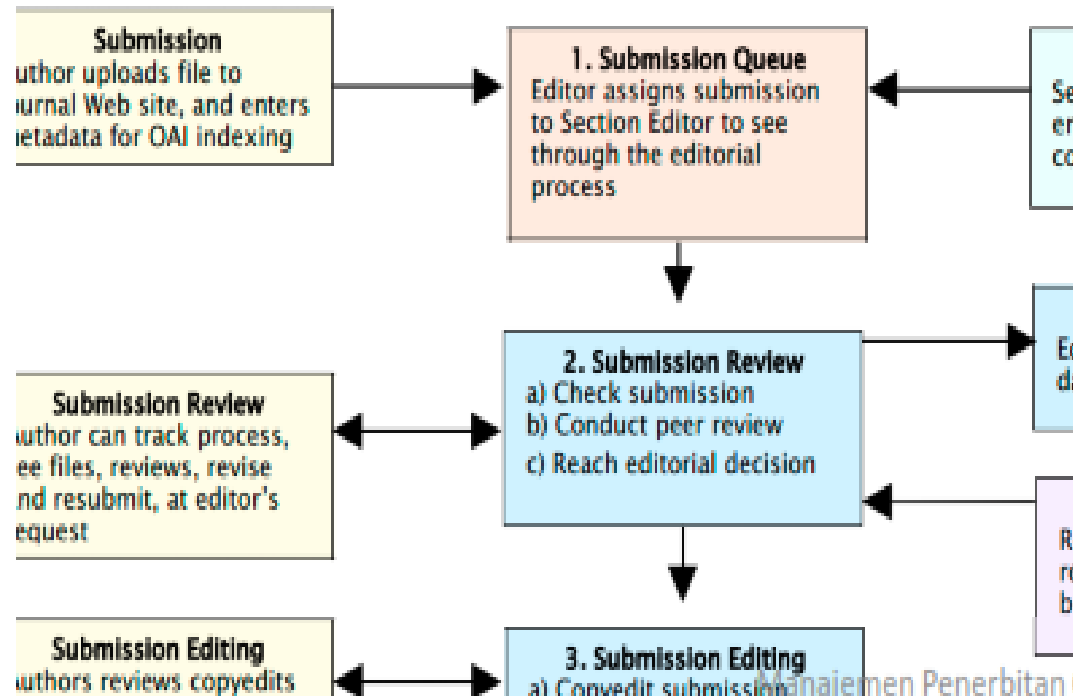
## Unassigned Section

- Check the submission

## Metadata

- Reject and Archive
- Assigning Section

## Editor





# AUTHOR SUBMISSION

Pass the  
checklist

Upload  
SM file

Enter  
metadata

Upload  
SP file

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)

Home > [User Home](#)

## User Home

### Jurnal Latihan

» [Author](#)

0 Active

0 Archive

[\[New Submission\]](#)

### My Account

- » [Show My Journals](#)
- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Logout](#)

# AUTHOR SUBMISSION



Home > User > Author > Submissions > **New Submission**

## Step 1. Starting the Submission

1. **START** 2. **UPLOAD SUBMISSION** 3. **ENTER METADATA** 4. **UPLOAD SUPPLEMENTARY FILES** 5. **CONFIRMATION**

Encountering difficulties? [Contact for assistance.](#)

## Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☐ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☐ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- ☐ Where available, URLs for the references have been provided.
- ☐ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- ☐ If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

[Journal's Privacy Statement](#)

# AUTHOR SUBMISSION



Home > User > Author > Submissions > **New Submission**

## Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click **Browse** (or **Choose File**) which opens a **Choose File** window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click **Open** on the **Choose File** window, which places the name of the file on this page.
4. Click **Upload** on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click **Save and Continue** at the bottom of this page.

Encountering difficulties? Contact for assistance.

### Submission File

No submission file uploaded.

Upload submission file

**Choose File** No file chosen

**Upload**

**Save and continue**

**Cancel**

Manajemen Penerbitan OJS

# AUTHOR SUBMISSION



Rotate View View Text Signature Tools Create Word Excel PowerPoint Other PDF/A Convert

Materi OJS MEV - Manajemen Penerb... x

## Author Submission

LIPI

Pass the checklist Upload SM file Enter metadata Upload SP file

Home > User > Author > Submissions > New Submission

### Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact for assistance.

#### Submission File

File Name	1-1-1-SM.pdf
Original file name	_v05i1_5_139-990-1-LE-Final.pdf
File Size	1MB
Date uploaded	2015-03-11 09:26 AM

Replace submission file:  No file chosen

Manajemen Penerbitan OJS

15 OF 65

Network 3 Internet access 9%

5:43 27/02/2017

# AUTHOR SUBMISSION

Pass the  
checklist

Upload  
SM file

Enter  
metadata

Upload  
SP file

Home > User > Author > Submissions > **New Submission**

## Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. **ENTER METADATA** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

### Authors

First Name \*   
Middle Name   
Last Name \*   
Email \*   
ORCID iD

ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

Country

Bio Statement  
(E.g., department  
Manager)



☐ Redder authors to appear in the order they will be listed on publication.

☐ Principal contact for editorial correspondence.

# AUTHOR SUBMISSION

Pass the  
checklist

Upload  
SM file

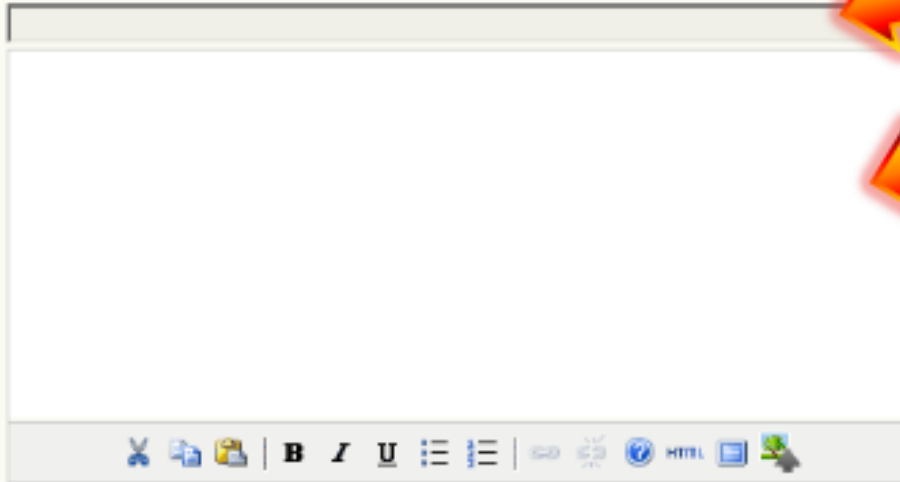
Enter  
metadata

Upload  
SP file

## Title and Abstract

Title \*

Abstract \*



## Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords



Language

English=en; French=fr; Spanish=es. Additional codes.

# AUTHOR SUBMISSION

Pass the  
checklist

Upload  
SM file

Enter  
metadata

Upload  
SP file

## Contributors and Supporting Agencies

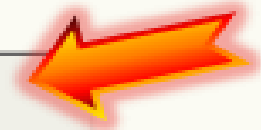
Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

## References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References



# AUTHOR SUBMISSION

Pass the  
checklist

Upload  
SM file

Enter  
metadata

Upload  
SP file

Home > User > Author > Submissions > **New Submission**

## Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
----	-------	--------------------	---------------	--------

*No supplementary files have been added to this submission.*

Upload supplementary file

Choose File

No file chosen

Upload

Save and continue

Cancel



# AUTHOR SUBMISSION

Pass the  
checklist

Upload  
SM file

Enter  
metadata

Upload  
SP file

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > **[New Submission](#)**

## Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

To submit your manuscript to Jurnal Latihan click **Finish Submission**. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Jurnal Latihan.

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1	<a href="#">V05I1 5 139-998-1-LE-FINAL.PDF</a>	Submission File	1MB	03-11
2	<a href="#">V05I1 5 139-998-1-LE-FINAL.PDF</a>	Supplementary File	1MB	03-11
3	<a href="#">V05I1 5 139-998-1-LE-FINAL.PDF</a>	Supplementary File	1MB	03-11
4	<a href="#">V05I1 5 139-998-1-LE-FINAL.PDF</a>	Supplementary File	1MB	03-11

**Finish Submission**

Cancel

# AUTHOR SUBMISSION

Home > **User Home**

## User Home

---

### My Journals

[Jurnal Latiban](#)

> [Author](#)      [1 Active](#)      0 Archive      [\[New Submission\]](#)

### My Account

- > [Edit My Profile](#)
- > [Change My Password](#)
- > [Logout](#)

### Active Submissions

---

[ACTIVE](#)   [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	03-11	ART	Newgate, Ace	<a href="#">THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II</a>	Awaiting assignment

1 - 1 of 1 Items

### Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

---

### Refbacks

[ALL](#)   [NEW](#)   [PUBLISHED](#)   [IGNORED](#)

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
There are currently no refbacks.						

[Publish](#)   [Ignore](#)   [Delete](#)   [Select All](#)

# UNASSIGNED SECTION

## User Home

## My Journals

### Jurnal Latihan

» [Journal Manager](#)

[\[Setup\]](#)

» [Editor](#)

[1 Unassigned](#)

[0 In Review](#)

[0 In Editing](#)

[\[Create Issue\]](#)

[\[Notify Users\]](#)

» [Author](#)

[0 Active](#)

[0 Archive](#)

[\[New Submission\]](#)

## My Account

» [Edit My Profile](#)

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[Home](#) > [User](#) > [Editor](#) > [Submissions](#) > **Unassigned**

## Unassigned

**UNASSIGNED**   [IN REVIEW](#)   [IN EDITING](#)   [ARCHIVES](#)

Assigned To: [All Editors](#)   In Section: [All Sections](#)

[Title](#)

[contains](#)

[Submitted](#)

[between](#)

[Search](#)

[ID](#)

[MM-DD  
SUBMIT](#)

[SEC](#)

[AUTHORS](#)

[TITLE](#)

1

03-11

ART

Newgate, Ace

[THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II](#)


1 - 1 of 1 Items

# UNASSIGNED SECTION

## #1 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#) [REFERENCES](#)


### Submission

Authors Edward Newgate, Portgaz D Ace 


Title The effect of the use of H2SO4 at world war II

Original file [1-1-1-SM.PDF](#) 2015-03-11

Supp. files [1-2-1-SP.PDF](#) 2015-03-11 [EDIT](#) | [DELETE](#) [ADD A SUPPLEMENTARY FILE](#)  
[1-3-1-SP.PDF](#) 2015-03-11 [EDIT](#) | [DELETE](#)  
[1-4-1-SP.PDF](#) 2015-03-11 [EDIT](#) | [DELETE](#)

Submitter AU Edward Newgate 

Date submitted 2015-03-11

Section Articles Change to [Articles](#)  [Record](#)

- Original file, supp. File, and section
- Authors data
- Title and abstract
- keywords and references

### Submission Metadata

[EDIT METADATA](#)

#### Authors

Name	Edward Newgate
Affiliation	—
Country	Netherlands
Bio Statement	—
Principal contact for editorial correspondence	—
Name	Portgaz D Ace
Affiliation	—
Country	Poland
Bio Statement	—

#### Title and Abstract

Title	The effect of
Abstract	bla bla bla...

#### Indexing

Keywords	H2SO4; world war II
Language	en

#### Supporting Agencies

Agencies	—
----------	---

#### References

References	[1] aaa
	[2] bbb
	[3] ccc
	[4] ddd

# UNASSIGNED SECTION

## Editors

REVIEW EDITING REQUEST ACTION

None assigned

[Record](#) [ADD SECTION EDITOR](#) [ADD EDITOR](#) [ADD SELF](#)

---

## Status

Status	Awaiting assignment
Initiated	2015-03-11
Last modified	2015-03-11

[REJECT AND ARCHIVE SUBMISSION](#)

## Select Section Editor

First Name  contains  [Search](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

NAME	JOURNAL SECTIONS	COMPLETED	ACTIVE	ACTION
<a href="#">SE FRANÇOIS L'OLONNAIS</a>	—	0	0	<a href="#">ASSIGN</a>
<a href="#">SE CHRISTOPHER SABAT</a>	—	0	0	<a href="#">ASSIGN</a>

1 - 2 of 2 Items

## Editors

		REVIEW	EDITING	REQUEST	ACTION
Section Editor	François l'Olonnais 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2015-03-11	<a href="#">DELETE</a>
Section Editor	Christopher Sabat 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2015-03-11	<a href="#">DELETE</a>
<a href="#">Record</a> <a href="#">ADD SECTION EDITOR</a> <a href="#">ADD EDITOR</a> <a href="#">ADD SELF</a>					

# SUBMISSION IN REVIEW

## Before Review Invitation

SE submission check

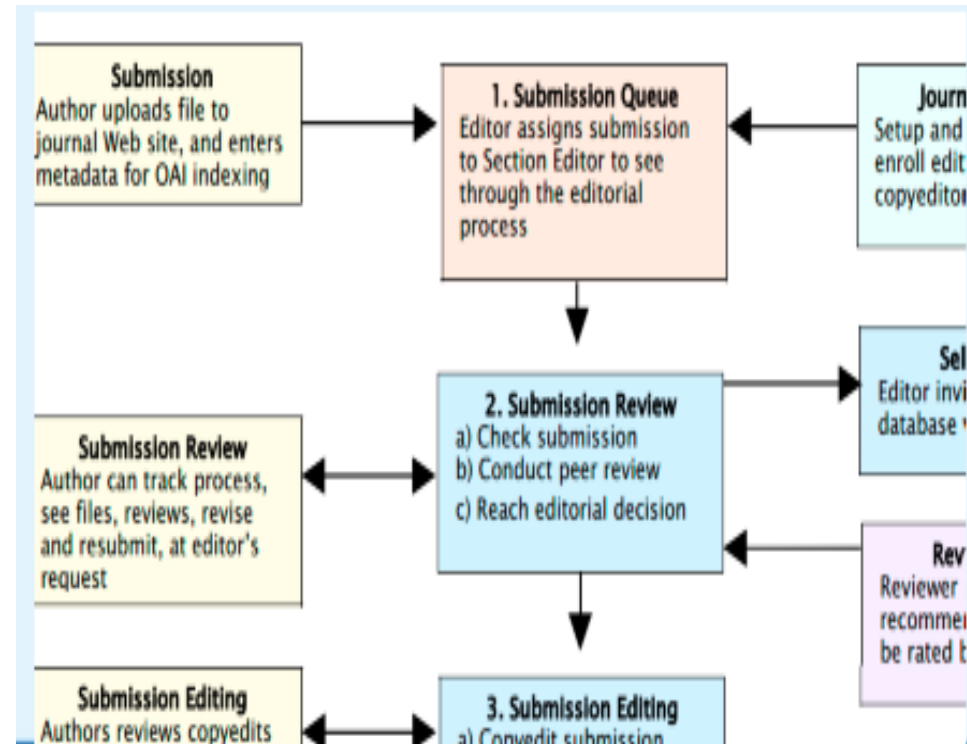
Reviewer invitation

Reviewer response

Editor decision

Notify author

Author revision



# SE SUBMISSION CHECK

## User Home

### Jurnal Latihan

» [Section Editor](#)

» [Author](#)

[1 In Review](#) [0 In Editing](#)

[0 Active](#) [0 Archive](#)

[\[New Submission\]](#)

<a href="#">ID</a>	<a href="#">MM-DD SUBMIT</a>	<a href="#">SEC</a>	<a href="#">AUTHORS</a>	<a href="#">TITLE</a>	<a href="#">PEER REVIEW ASK</a>	<a href="#">DUE</a>	<a href="#">DONE</a>	<a href="#">RULING</a>
1	03-11	ART	Newgate, Ace	<a href="#">THE EFFECT OF THE USE OF H2SO4 AT...</a>	—	—	—	—

1 - 1 of 1 Items

[Home](#) > [User](#) > [Section Editor](#) > [Submissions](#) > #1 > [Review](#)

### #1 Review

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#) [REFERENCES](#)

#### Submission

Authors

Edward Newgate, Portgaz D Ace

Title

The effect of the use of H2SO4 at world war II

Section

Articles

Editor

François l'Olonnais

Review Version

[1-5-1-RV.PDF](#) 2015-03-11 [ENSURING A BLIND REVIEW](#)

Upload a revised Review Version  No file chosen

Supp. files

[1-2-1-SP.PDF](#) 2015-03-11 Present file to reviewers ☒

[1-3-1-SP.PDF](#) 2015-03-11 Present file to reviewers ☒

[1-4-1-SP.PDF](#) 2015-03-11 Present file to reviewers ☐

# INVITE REVIEWER

Peer Review

Round 1

[SELECT REVIEWER](#)

[VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

## Select Reviewer

Reviewing interests ▼ contains ▼

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

[ENROLL AN EXISTING USER AS REVIEWER](#) | [CREATE NEW REVIEWER](#)

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
<a href="#">RV ISAMU AKASAKI</a>		0	—	—	0	<a href="#">ASSIGN</a>
<a href="#">RV ROBERT ERIC BETZIG</a>		0	—	—	0	<a href="#">ASSIGN</a>
—		—	—	—	0	<a href="#">ASSIGN</a>
—		—	—	—	0	<a href="#">ASSIGN</a>
—		—	—	—	0	<a href="#">ASSIGN</a>
—		—	—	—	0	<a href="#">ASSIGN</a>
—		—	—	—	0	<a href="#">ASSIGN</a>

Peer Review

Round 1

[SELECT REVIEWER](#)

[VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A

Isamu Akasaki

[CLEAR REVIEWER](#)

Review Form

None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST

UNDERWAY

DUE

ACKNOWLEDGE



—

2015-04-08



Reviewer B

Robert Betzig

[CLEAR REVIEWER](#)

Review Form

None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST

UNDERWAY

DUE

ACKNOWLEDGE



—

2015-04-08





# REQUEST REVIEWER

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

---

**Reviewer A** Isamu Akasaki [CLEAR REVIEWER](#)

Review Form Review Form 01 (coba) [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input type="checkbox"/>	—	<a href="#">2015-04-08</a>	<input type="checkbox"/>

---

**Reviewer B** Robert Betzig [CLEAR REVIEWER](#)

Review Form Review Form 01 (coba) [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input type="checkbox"/>	—		

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

---

**Reviewer A** Isamu Akasaki [CANCEL REQUEST](#)

Review Form Review Form 01 (coba) [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input checked="" type="checkbox"/> 2015-03-11 <input type="checkbox"/>	—	<a href="#">2015-04-08</a>	<input type="checkbox"/>

Editor To Enter [UNABLE TO DO THE REVIEW](#)

Upload review  No file chosen

---

**Reviewer B** Robert Betzig [CANCEL REQUEST](#)

Review Form Review Form 01 (coba) [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input checked="" type="checkbox"/> 2015-03-11 <input type="checkbox"/>	—	<a href="#">2015-04-08</a>	<input type="checkbox"/>

Editor To Enter [UNABLE TO DO THE REVIEW](#)

Upload review  No file chosen

User Home

## Jurnal Latihan

- Author
- Reviewer

0 Active

UARCING

[\[New Submission\]](#)

## 1 Active

## ACTIVE SUBMISSIONS

ACTIVE    ARCHIVE

<u>ID</u>	<u>MM-DD ASSIGNED</u>	<u>ART</u>	<u>TITLE</u>	<u>DUE</u>	<u>REVIEW ROUND</u>
1	03-11	ART	THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II	04-08	1

## #1 Review




## Submission To Be Reviewed

Title	The effect of the use of H2SO
Journal Section	Articles
Abstract	bla bla bla...
Submission Editor	François l'Olonnais
Submission Metadata	<a href="#">VIEW METADATA</a>

## Review Schedule

Editor's Request	2015-03-11
Your Response	—
Review Submitted	—
Review Due	2015-04-08

## Review Steps

1. Notify the submission's editor as to whether you will undertake the review.  
Response [Will do the review](#)  [Unable to do the review](#) 
2. Click on [Files](#) to download and review on screen or by printing.  
Submitted Manuscript [Download PDF](#) 2015-03-11  
Supplementary File(s) [Download SP-PDF](#)  
[Download SP-PDF](#)
3. Click on icon to fill in the review form.  
 Review Form
4. In addition, you can upload files for the editor and/or author to consult.  
Uploaded files: None  
[ENSURING A BLIND REVIEW](#)
5. Select a recommendation and submit the review to complete the process.

# REVIEWER'S RESPONSE

## Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response   Accepted

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript   [1-5-1-RV.PDF](#)   2015-03-11

Supplementary File(s)   [1-2-1-SP.PDF](#)

[1-3-1-SP.PDF](#)

3. Click on [Review Form](#) to fill in the review form.

[Review Form](#) 

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files   [1-6-1-RV.PDF](#)   2015-03-11   [DELETE](#)

No file chosen

[ENSURING A BLIND REVIEW](#)

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

▼

# SUPERVISE PEER REVIEWERS

if reviewer did not response the request;

- Request again and reset the due date

If reviewer unable to do;

- Select additional reviewer

If reviewer accept the request, but have no response until due date;

- Remind them

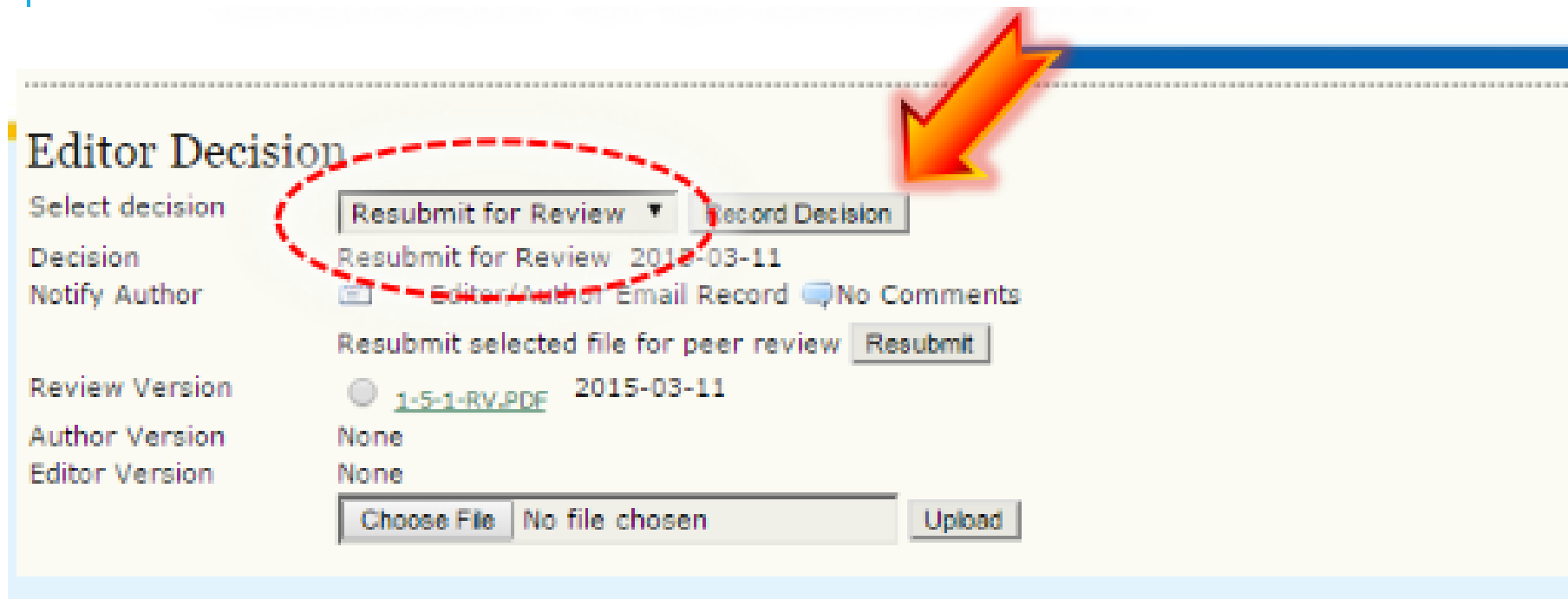
After all reviewers complete the recommendation;

- Acknowledge the Reviewer
- Rate the reviewer (optional)

# EDITOR DECISION

Reviewer A & B	Editor	Final action
Both reviewers accept submission	Accept Submission	Send to copyedit
One of the reviewer ask for revision	Revision Required	Wait for author's revision and then send to copyedit
One of the reviewer ask for resubmit	Resubmit for Review	Wait for author's revision and then go to round 2
Both reviewers decline submission	Decline Submission	Archive submission
If both reviewers have opposite recommendations		Assign the third reviewer

# EDITOR'S DECISION



The screenshot shows a web form titled "Editor Decision". On the left, there are labels for "Select decision", "Decision", "Notify Author", "Review Version", "Author Version", and "Editor Version". The main content area shows a dropdown menu with "Resubmit for Review" selected, a "Record Decision" button, and a date "2015-03-11". Below this is a section for "Notify Author" with a "Resubmit" button and a "Resubmit selected file for peer review" button. At the bottom, there is a "Choose File" button, a text field showing "No file chosen", and an "Upload" button. A red dashed oval highlights the "Resubmit for Review" dropdown and the "Record Decision" button. A large red arrow points from the top right towards the "Record Decision" button.

Editor Decision

Select decision

Decision

Notify Author

Review Version

Author Version

Editor Version

Resubmit for Review ▼ Record Decision

Resubmit for Review 2015-03-11

Editor/Author Email Record No Comments

Resubmit selected file for peer review Resubmit

1-5-1-RV.PDF 2015-03-11

None

None

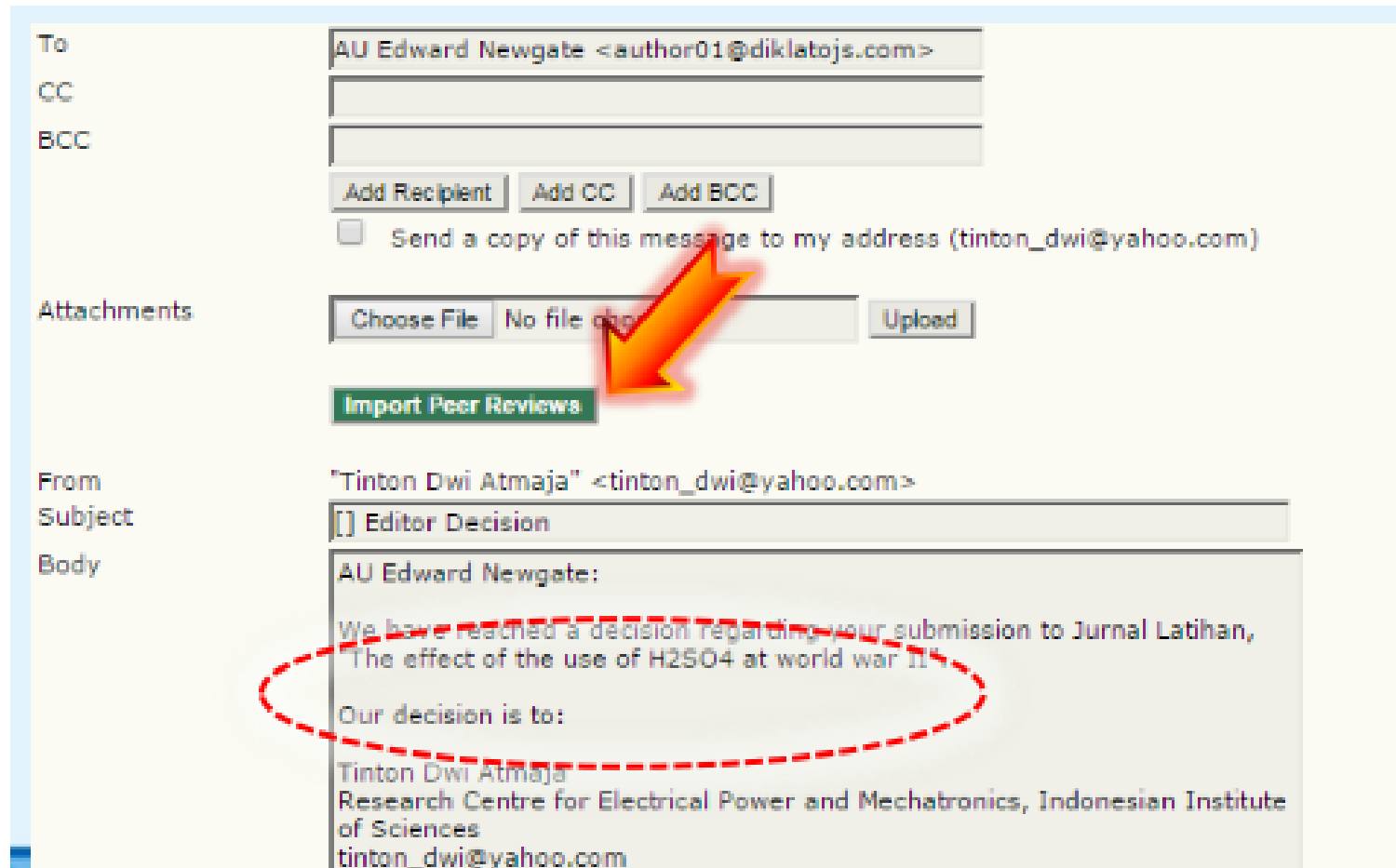
Choose File No file chosen Upload

**After select decision → record decision**

- Continue with 'notify author'

# NOTIFY AUTHOR

- Do not forget to import peer reviews
- State the decision



The screenshot shows an email composition window. The 'To' field is filled with 'AU Edward Newgate <author01@diklatajs.com>'. The 'CC' and 'BCC' fields are empty. Below these fields are buttons for 'Add Recipient', 'Add CC', and 'Add BCC'. A checkbox labeled 'Send a copy of this message to my address (tinton\_dwi@yahoo.com)' is present. The 'Attachments' section shows a 'Choose File' button, a 'No file chosen' text, and an 'Upload' button. A large red arrow points from the 'Choose File' button area down to the 'Import Peer Reviews' button. The 'From' field is filled with 'Tinton Dwi Atmaja' <tinton\_dwi@yahoo.com>'. The 'Subject' field is filled with '[ ] Editor Decision'. The 'Body' field contains the following text: 'AU Edward Newgate:', 'We have reached a decision regarding your submission to Jurnal Latihan, "The effect of the use of H2SO4 at world war II"', 'Our decision is to:', and 'Tinton Dwi Atmaja', 'Research Centre for Electrical Power and Mechatronics, Indonesian Institute of Sciences', 'tinton\_dwi@yahoo.com'. A red dashed oval highlights the decision text in the body.

To: AU Edward Newgate <author01@diklatajs.com>

CC:

BCC:

☐ Send a copy of this message to my address (tinton\_dwi@yahoo.com)

Attachments:  No file chosen

From: "Tinton Dwi Atmaja" <tinton\_dwi@yahoo.com>

Subject: [ ] Editor Decision

Body:

AU Edward Newgate:

We have reached a decision regarding your submission to Jurnal Latihan, "The effect of the use of H2SO4 at world war II".

Our decision is to:



Tinton Dwi Atmaja  
Research Centre for Electrical Power and Mechatronics, Indonesian Institute of Sciences  
tinton\_dwi@yahoo.com

# AUTHOR'S REVISION

## #1 Review

SUMMARY REVIEW EDIT

## Submission



Authors Edward Newgate, Portgaz D Ace   
Title The effect of the use of H2SO4 at world war II  
Section Articles  
Editor François l'Olonnais 

## Peer Review

### Round 1

Review Version [1-5-1-RV.PDF](#) 2015-03-11  
Initiated 2015-03-11  
Last modified 2015-03-11  
Uploaded file None

## Editor Decision

Decision Resubmit for Review 2015-03-11  
Notify Editor  Editor/Author Email Record  2015-03-11  
Editor Version None  
Author Version [1-6-1-ED.PDF](#) 2015-03-11 [DELETE](#)  
Upload Author Version  No file chosen

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	03-11	ART	Newgate, Ace	THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II	IN REVIEW





## ROUND 2 (PEER REVIEW)

Reviewer from previous round should automatically appears

Request only those who recommended a resubmit review

Another new reviewer could be selected

Previous round's data can be accessed at “view regrets, cancels, previous rounds”

# RESUBMIT TO ROUND 2

**Editor Decision**

Select decision: **Resubmit for Review**

Decision: Resubmit for Review 2015-03-11

Notify Author: ☐ Editor/Author Email Record 2015-03-11

Resubmit selected file for peer review

Review Version: ☐ 1-5-1-RV.PDF 2015-03-11

Author Version: ☒ 1-8-1-ED.PDF 2015-03-11

Editor Version: None

No file chosen

Repeat the procedure on round 1

Peer Review Round 2 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

---

Reviewer A Isamu Akasaki [CLEAR REVIEWER](#)

Review Form: None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input type="checkbox"/>	—	<a href="#">2015-04-08</a>	<input type="checkbox"/>

---

Reviewer B Robert Betzig [CLEAR REVIEWER](#)

Review Form: None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input type="checkbox"/>	—	<a href="#">2015-04-08</a>	<input type="checkbox"/>

# SUBMISSION ACCEPTED

- When the submission is accepted → select decision, record, and notify author
- Select which version is going to be sent to copyediting

**Editor Decision**

Select decision: Accept Submission ▼ Record Decision

Decision: Accept Submission 2015-03-11

Notify Author: ✉ ~~Editor/Author Email Record~~ 🗨 2015-03-11

Send to Copyediting

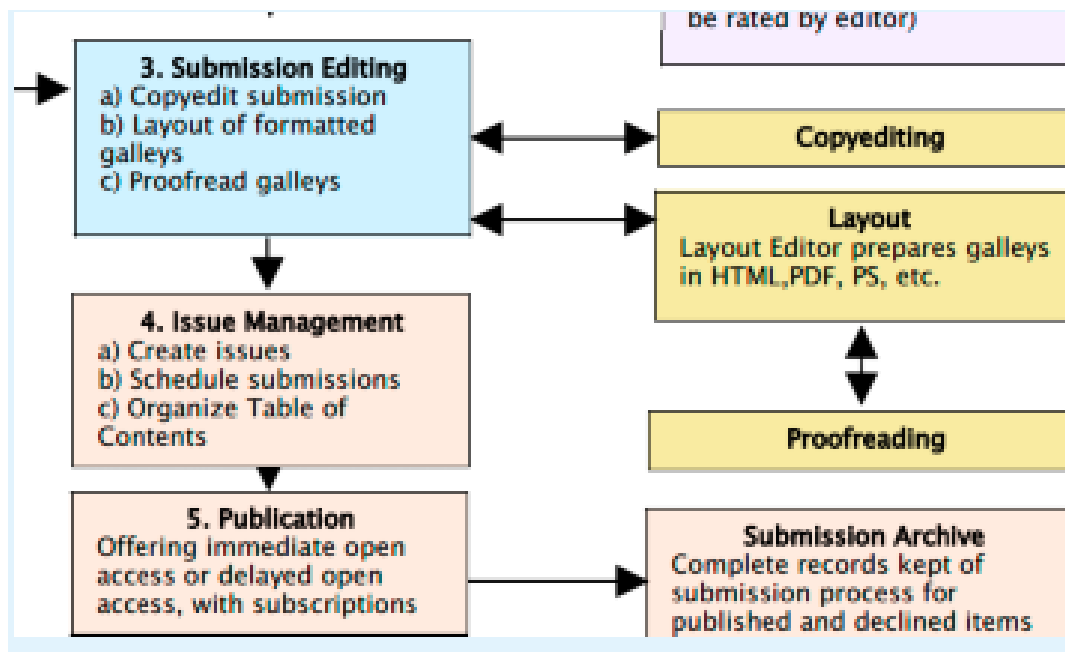
Review Version: ☐ 1-5-2-RV.PDF 2015-03-11

Author Version: ☒ 1-6-2-ED.PDF 2015-03-11

Editor Version: ☐ 1-10-1-ED.PDF 2015-03-11 DELETE

Choose File No file chosen Upload

# SUBMISSION IN EDITING



## Copyedit

- Initial Copyedit
- Author Copyedit
- Final Copyedit

## Layout

- Layout version
- Galley version
- Supplementary file

## Proofread

- Author proofread
- Proofreader
- Layout Editor

# COPYEDITING

## Assign Copyeditor

Select, assign, and request copyeditor

## Initial Copyedit

When CE complete initial copyedit, author copyedit should be automatically initiated

## Author Copyedit

When author complete author copyedit, final copyedit should be automatically initiated

## Final Copyedit

When CE complete final copyedit, the final version file should be automatically send to layout

## Finalizing Copyedit

round possibility and update  
submission metadata

# COPYEDITING

## User Home

### Jurnal Latihan

» [Copyeditor](#)

» [Author](#)

1 In Editing

### Active Submissions

[ACTIVE](#) [ARCHIVE](#)

<a href="#">ID</a>	<a href="#">MM-DD ASSIGNED</a>	<a href="#">SEC</a>	<a href="#">AUTHORS</a>	<a href="#">TITLE</a>	<a href="#">STATUS</a>
1		ART	Newgate, Ace	<a href="#">THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II</a>	Initial Copyedit

### Copyediting

#### [COPYEDIT INSTRUCTIONS](#)

Copyeditor CE Thomas Leo Clancy

#### [REVIEW METADATA REFERENCES](#)

1 Initial Copyedit

File: 1-11-1-CE.PDF 2015-03-11

No file chosen

REQUEST

2015-03-11

UNDERWAY

2015-03-11

COMPLETE

#### [REVIEW METADATA REFERENCES](#)

1 Initial Copyedit

File: 1-11-2-CE.PDF 2015-03-11

No file chosen

REQUEST

2015-03-11

UNDERWAY

2015-03-11

COMPLETE

2015-03-11

# AUTHOR COPYEDIT

**ACTIVE** ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	03-11	ART	Newgate, Ace	THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II	IN EDITING

## Copyediting

### COPYEDIT INSTRUCTIONS

Copyeditor CE Thomas Leo Clancy

### REVIEW METADATA

	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2015-03-11	2015-03-11	2015-03-11

File: [1-11-2-CE.PDF](#) 2015-03-11

2. Author Copyedit	2015-03-11	2015-03-11	
--------------------	------------	------------	--

File: None

No file chosen

3. Final Copyedit	-	-	-
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File: None

### REVIEW METADATA

	REQUEST	UNDERWAY	COMPLETE
--	---------	----------	----------

1. Initial Copyedit	2015-03-11	2015-03-11	2015-03-11
---------------------	------------	------------	------------

File: [1-11-2-CE.PDF](#) 2015-03-11

2. Author Copyedit	2015-03-11	2015-03-11	 2015-03-11
--------------------	------------	------------	--

File: [1-12-1-CE.PDF](#) 2015-03-11

No file chosen

3. Final Copyedit	2015-03-11	-	-
-------------------	------------	---	---

File: None

# FINAL COPYEDIT

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	AUTHORS	TITLE	STATUS
1	03-11	ART	Newgate, Ace	<u>THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II</u>	Final Copyedit

### Copyediting

#### COPYEDIT INSTRUCTIONS

Copyeditor CE Thomas Leo Clancy

#### REVIEW METADATA REFERENCES

	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2015-03-11	2015-03-11	2015-03-11
File: <u>1-11-2-CE.PDF</u> 2015-03-11			
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>			
2. Author Copyedit	2015-03-11	2015-03-11	2015-03-11
File: <u>1-12-1-CE.PDF</u> 2015-03-11			
3. Final Copyedit	2015-03-11	2015-03-11	2015-03-11
File: None			
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>			

Copyedit Comments



# FINALIZING COPYEDIT

- If another round is requested;
  - Re-request step 1 or (by SE)
  - Re-request step 2 (by CE)
- Update submission metadata

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor: CE Thomas Leo P [ASSIGN COPYEDITOR](#)

	<a href="#">REVIEW METADATA</a>	<a href="#">REQUEST</a>	<a href="#">UNDERWAY</a>	<a href="#">COMPLETE</a>	<a href="#">ACKNOWLEDGE</a>
1. Initial Copyedit File: <a href="#">1-11-2-CE.PDF</a> 2015-03-11	<input checked="" type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11
2. Author Copyedit File: <a href="#">1-12-1-CE.PDF</a> 2015-03-11	<input checked="" type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11
3. Final Copyedit File: <a href="#">1-13-1-CE.PDF</a> 2015-03-11	<input checked="" type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11	<input type="checkbox"/> 2015-03-11

Upload file to ☐ Step 1, ☐ Step 2, or ☒ Step 3  No file chosen

Copyedit Comments

# LAYOUTING

- Assign Layout Editor
- Layout version should be selected
- Galley (initial) should be uploaded
- Galley (final) should be after proofread

# INITIAL LAYOUT

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	AUTHORS	TITLE	STATUS
1	03-11	ART	Newgate, Ace	THE EFFECT OF THE USE OF H2SO4 AT WORLD WAR II	Initial

## Layout

Layout Editor LE Theodor Seuss Geisel

Layout Version REQUEST UNDERWAY COMPLETE

[1-14-2-LE.PDF](#) 2015-03-11 2015-03-11 2015-03-11 

Galley Format FILE ORDER ACTION

None

Supplementary Files FILE ORDER ACTION

- |    |                                      |   |     |   |
|----|--------------------------------------|---|-----|---|
| 1. | raw material for table               | <a href="#">1-2-1-SP.PDF</a> 2015-03-11 | ↑ ↓ | <a href="#">EDIT</a> <a href="#">DELETE</a> |
| 2. | raw material for figure              | <a href="#">1-3-1-SP.PDF</a> 2015-03-11 | ↑ ↓ | <a href="#">EDIT</a> <a href="#">DELETE</a> |
| 3. | Copyright Transfer Agreement (Draft) | <a href="#">1-4-1-SP.PDF</a> 2015-03-11 | ↑ ↓ | <a href="#">EDIT</a> <a href="#">DELETE</a> |

Upload file to ☒ Layout Version, ☐ Galley, ☐ Supp. files  No file chosen

Layout Comments  No Comments

# UPLOAD INITIAL GALLEY



Upload file to ☐ Layout Version, ☒ Galley, ☐ Supp. files  No file chosen

## Galley

---

### Edit a Layout Galley

Galley File Information

Label *	<input type="text" value="PDF"/>	The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).
Language *	<input type="text" value="English"/>	
File Name	<u>1-15-1-PB.PDF</u>	
Original file name	_v05i1_5_139-998-1-LE-Final.pdf	
File Type	application/pdf	
File Size	1MB	
Date uploaded	2015-03-11	
Replace File	<input type="button" value="Choose File"/> No file chosen	Use Save to upload file.

# COMPLETE INITIAL GALLEY

## Layout

Layout Editor LE Theodor Seuss Geisel

Layout Version	REQUEST	UNDERWAY	COMPLETE
<u>1-14-3-LE.PDF</u> 2015-03-11	2015-03-11	2015-03-11	 2015-03-11

### Galley Format

	FILE	ORDER	ACTION
1. PDF <a href="#">VIEW PROOF</a>	<u>1-15-1-PB.PDF</u> 2015-03-11	—	—

### Supplementary Files

	FILE	ORDER	ACTION
1. raw material for table	<u>1-2-1-SP.PDF</u> 2015-03-11	—	—
2. raw material for figure	<u>1-3-1-SP.PDF</u> 2015-03-11	—	—
3. Copyright Transfer Agreement (Draft)	<u>1-4-1-SP.PDF</u> 2015-03-11	—	—

Upload file to ☒ Layout Version, ☐ Galley, ☐ Supp. files  No file chosen

Layout Comments  No Comments

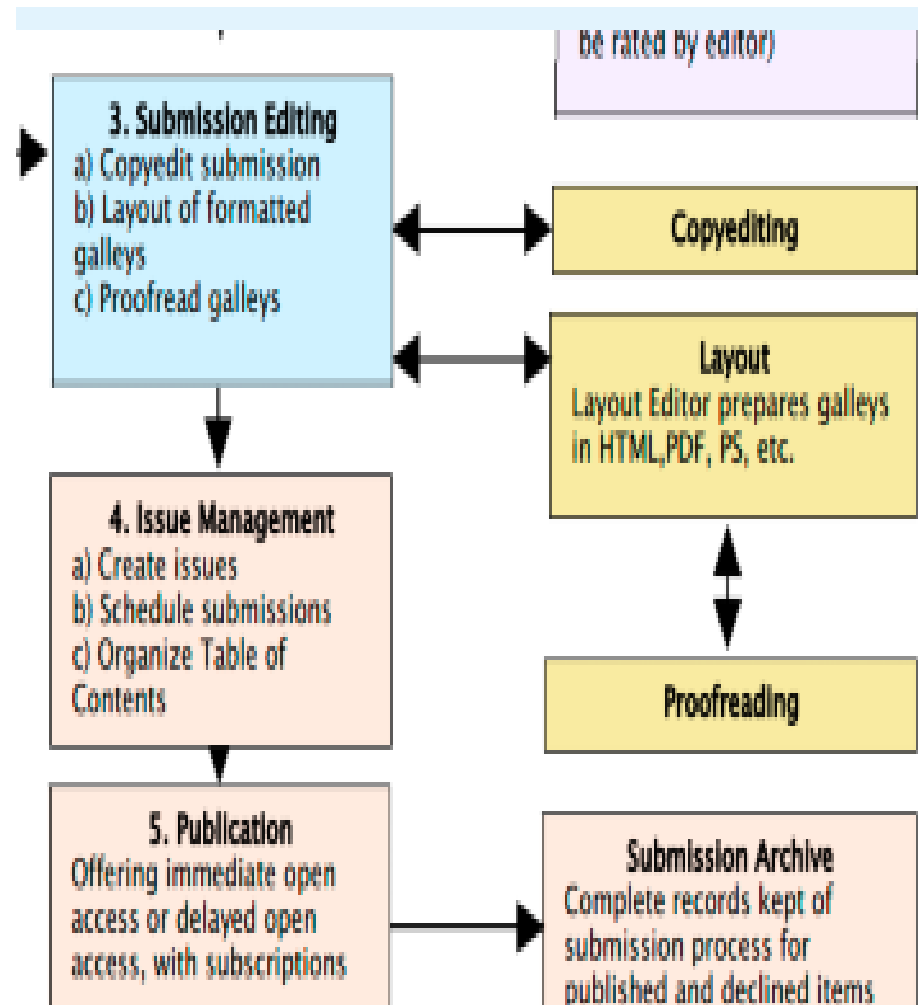
# PROOFREAD

- **Assign Proofreader**
  - SE select proofreader and request author proofread
- **Author Proofread**
  - View proof galley, review metadata, and add comment if any
  - When author complete, proofreader is automatically requested
- **Proofreader**
  - View proof galley, review metadata, and add comment if any
  - When proofreader complete, layout editor is automatically requested
- **Layout Editor**
  - Review metadata and see if there is any comment
  - Layout Editor upload final galley and complete
- **SE Don't forget to acknowledge**

# ISSUE MANAGEMENT

Editor setup and configure issue

- Create issues
- Schedule submissions
- Organize ToC



# CREATE ISSUE

- State the volume, number, and year
- Identify which element is going to be displayed.
- If you want to display your own style, check the 'title' only

## Create Issue

CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue: ----- Future Issues ----- ▼

### Identification

Volume

Number

Year

Issue identification  
☐ Volume  
☐ Number  
☐ Year  
☒ Title

Title Article in Press

Description

## Create Issue

CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue: ----- Future Issues ----- ▼

### Identification

Volume

Number

Year

Issue identification  
☒ Volume  
☒ Number  
☒ Year

CREATE

CREATE ISSUE FUTURE ISSUES BACK ISSUES

ISSUE

ARTICLE IN PRESS

VOL 1, NO 1 (2015)



# SCHEDULING

After final galley uploaded, the submission can be scheduled in the designated issue

- Back issue
- Current issue
- Future issue
- Article in press



**TERIMA KASIH**